

**DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
COUNTY BOARD ROOM, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
September 15, 2016**

By roll call, members present: Bennett, Greshay, Hilbert, Nickel and Stousland. Also present was Mary Muskovitz, Administrative Assistant and Makenzie Drays, Senior Accountant

Members absent: None

Meeting called to order at 8:00 a.m. by Chairman Nickel

Muskovitz certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Public Comment: None

Motion by Stousland, seconded by Greshay to approve the minutes of August 25, 2016. Motion carried.

Committee member reports: None

Old Business: At the August 25, 2016 Audit Committee meeting members had questions on a number of items.

1. The Dell credit of \$13,700.98 on the US Bank Card was for the return of lap tops.
2. Magnum Communications and Good Karma both on the US Bank Card. Magnum Communications is for the West Bend station WMBZ.
3. Brothers Business Interiors on the US Bank Card for \$13,572.00 for chairs. The committee was shown the breakdown of the number of chairs for various Departments.
4. Discover Dodge is Dodge County's portion of rent payment for the Tourist Information Center located in the Higher Grounds Coffee Shop.

US Bank Purchase Card Review of August Department Head purchases:

Gibson, County Clerk - Watertown Daily Times, & Wisconsin Counties Assn;
Otto, IT – A-S-K Associates & Southwest;
Schmidt, Sheriff – WM Supercenter;
Freber, Building Maintenance – Fleet Farm;
Planasch, Register of Deeds – Office Max;
Schoebel, Medical Examiner – JOLA Publications;
Nehls, Emergency Management – Kwik Trip & Network Innovations
All had the backup documentation present in File Director with the exception of Otto-Southwest and Nehls-Network Innovations which will be followed up and presented at the next Audit Committee meeting.

Motion by Stousland, seconded by Greshay to allow payment of Clearview vouchers Batch #190837 in the sum of \$81,647.67 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Bennett to accept the payment of Employee Expenses on Payroll check dated 08/26/2016 for \$1,215.75 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

A request was made by Chairman Nickel to have a listing of department numbers with the department names for quick reference.

Motion by Stousland, seconded by Hilbert to accept the payment of Employee on Payroll check dated 09/09/2016 for \$17,173.23 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Greshay, seconded by Stousland to allow payment of vouchers in Batch #190760 for \$169,195.64 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Stousland posed a question regarding the Beaver Dam Country Club payment for the K-9 golf outing and how the committee would know that enough revenue was made to cover this expense.

Motion by Greshay, seconded by Bennett to accept the payment of Miscellaneous vouchers paid in the Amount of \$61,716.07 for Batches #190284, 190394, 190621, and 190662 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

The next regular meeting of the Audit Committee is scheduled for September 29, 2016 at 8:00 a.m. in Room 4A

Motion by Stousland, seconded by Bennett to adjourn. Motion carried. Meeting adjourned at 8:40 a.m.

Respectfully submitted,

Secretary
Glenn Stousland

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.